



DUTY STATEMENT

Classification: Senior Environmental Scientist (Supervisory)		Position Number: 835-131-0764-002
Division/Office/Section: Office of Policy Development & Analysis/Knowledge Integration Section		
Location: 801 K Street, Sacramento, CA	Effective Date: December 1, 2015	
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor's Name:		
Collective Bargaining Identifier (CBID): S 10		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

Under general direction of the Environmental Program Manager I of the Knowledge Integration Section (KIS) within CalRecycle's Policy Development and Analysis Office, the incumbent is a working supervisor responsible for the management of staff in the Facilities & Targeted Materials Unit. The incumbent will supervise, monitor, and coordinate policy development and research on a variety of topics. The incumbent ensures that the staff utilizes (and the projects conform to) accepted scientific methods and principles which will enable the Policy Office to function as CalRecycle's policy analysis/development nexus and technical information clearinghouse. The incumbent will creatively, independently and sensitively move complicated and controversial projects forward (e.g. getting cooperation and data from reluctant entities, dealing with sensitive policy issues with passionate players on all sides, educating decision-makers, furthering discussions by sharing relevant/accurate information, and developing innovative and workable policy options and recommendations).

ESSENTIAL FUNCTIONS

- 25%** Coordinate and oversee policy development efforts on a variety of topics (such as, disposal/recycling facility infrastructure needs & capacities, recycling program strategies & funding options, and material life cycles & new technology options) based on CalRecycle needs and priorities. Guide staff as they conduct stakeholder policy workshops to identify different perspectives and additional complexities, present alternatives and recommendations, gather feedback and synthesize new policy options. Supervise and support staff efforts to develop new policy options and new directions for consideration by the Section Manager, Policy Office Chief and Department Director. Coordinate staff efforts as new policy directions are implemented through legislative, regulatory or program implementation efforts in the Policy Office or by other parts of CalRecycle.
- 25%** Oversee the development and implementation of the staff-related components of the new waste characterization research program in the Policy Office, including staff training, resource requirements, logistics, and strategic research objectives. Coordinate the work of staff and collaborate closely with technical staff assigned to the Characterization Project, so that KIS staff can be effectively marshaled to accomplish the program goals of supporting the statewide 75% recycling plan, mandatory commercial recycling, and the GHG reduction efforts of AB 32.
- 25%** Supervise, monitor, and coordinate section research activities related to materials (e.g. characterization studies, business studies, landfill studies, targeted material studies, etc.) and facilities (e.g. FacIT, CalRecycle facility inventories, capacity and planning models, etc.). Ensure that staff rigorously applies scientific methods and principles to identify, study, and develop fundamental data and related policy options to help solve waste management, air and water challenges related to material life cycles and facility impacts. Oversee and make certain that staff manages research projects effectively and efficiently to yield needed scientifically valid data within project deadlines. Oversee the development of methods, tools, models, and studies to assist CalRecycle staff and stakeholders and ensures that staff anticipates needs and secures necessary data resources across CalRecycle that are integrated, useful, meet quality standards and deliver data to meet CalRecycle and stakeholder needs. Ensure that staff analyzes data consistent with best scientific practices, objectivity, creativity and effectiveness to yield meaningful, useful results within critical deadlines and direct, plan, monitor, and adjust analytical efforts to support policy analysis and development. Manage research contracts.

- 10%** Review and edit methodologies, reports, and general correspondence prepared by staff. Through staff perform regulatory and technical writing (e.g. scientific procedures, regulations, scientific journal articles, requests for proposals, contracts, scientific reports, memos, letters, guidance documents, legislative analysis and public meeting reports). Prepares and make presentations to both technical and non-technical audiences, such as Department meetings and policy development workshops. Regardless of the medium used, ensure that staff presents results and implications of KIS efforts accurately and clearly to technical and non-technical readers & audiences.
- 5%** Evaluate requests from internal and external customers for information and technical assistance & subsequently ensure successful delivery of information and technical assistance to CalRecycle staff, stakeholders and the public. Guide staff in facilitating and dealing with complex and sensitive exchanges of information between the Department and stakeholders involving solid waste management statutes, regulations, and policies. Ensure that staff anticipates and responds to customer, (e.g., coworkers, management, stakeholder and public) concerns with tact and sensitivity, and that they provide responses with the agreed upon deadlines.
- 5%** Coordinate and collaborate with other supervisors, the section manager, the Policy Office Chief, and staff to achieve Policy Office objectives (e.g. policy development, policy analysis, special projects, research efforts, critical analyses, data gathering efforts, etc.). Prepare budget change proposals and contract concepts for consideration. Oversee the preparation and management of contracts and interagency agreements required to achieve program objectives. Ensure that all personnel management functions are carried out, including interviewing applicants for positions, preparing performance appraisals, approving time reports, reviewing individual development plans, training needs and assessments, and ensuring compliance with work place rules & regulations.

MARGINAL FUNCTIONS

- 5%** Attend administrative meetings and training. Represent the Office in working groups and teams.